

## **EDITED TASK LISTING**

### **CLASS: Community Resources Manager, DOC**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>1.</b>	On a daily basis plans, organizes, and directs community resource activities to assist in the development of rehabilitative programs for inmates to successfully reintegrate offenders into our communities, reduce recidivism, and enhance public safety utilizing effective management skills (e.g. interpersonal/communication skills, project management, workload tracking/monitoring etc.), and knowledge of recidivism reduction strategies and community program activities.
<b>2.</b>	Coordinates resource availability for program implementation to support the Departments rehabilitative efforts utilizing effective management skills (e.g. interpersonal/communication skills, project management, workload tracking/monitoring etc.), as needed.
<b>3.</b>	Identifies new and innovative evidence based programs that will benefit the Department's rehabilitative efforts utilizing knowledge of the Departments mission, community resources, legislative processes, grant funding, and available funding resources, as needed.
<b>4.</b>	Solicits the community for support of the Departments mission by contacting community leaders and agencies utilizing interpersonal skills, communication, knowledge of community leaders, and the department's mission, as needed.
<b>5.</b>	Enhance the Departments community partnership posture by making presentations to civic organizations utilizing effective communication skills (e.g. multi-media presentation skills, etc) knowledge of the Departments mission and resources available in the community, as needed.
<b>6.</b>	Develops and trains volunteer/contract program staff to provide understanding of the laws, rules and regulations pertaining to the Department utilizing effective communication skills and appropriate government codes and statutes, annually or as required by Departmental policy.
<b>7.</b>	Collect, monitor and maintain computerized data on staff performance and program delivery information (e.g. religious activities, self help programs, donations, etc) to produce monthly reports to Headquarters using appropriate software, as required by Departmental policy.
<b>8.</b>	Negotiates Memorandum of Understanding (MOU) with tax supported government entities who wish to use inmate support services to provide services for which funding has not been allocated using knowledge of Departmental policy and the appropriate government codes, as needed.
<b>9.</b>	Serves as a Department liaison to the legislatively mandated Citizens' Advisory Committee to provide a communication link and necessary staff support using communication skills and knowledge of the Departments policy and procedures, as needed.

## **EDITED TASK LISTING**

### **CLASS: Community Resources Manager, DOC**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>10.</b>	May supervise Chaplains to ensure they provide constitutionally mandated religious programs to inmates utilizing effective management skills/tools (e.g. communication, project management, workload tracking/monitoring, staff development, etc), on a daily basis.
<b>11.</b>	Coordinate, support and monitors the implementation of religious activities and ensure compliance with constitutionally mandated programs such as the Inmate Religious Diet utilizing knowledge of the appropriate mandates and effective management skills/tools (e.g. communication, project management, workload tracking/monitoring, etc), on a daily basis.
<b>12.</b>	Serves as Departmental liaison for program contractors to ensure compliance with the requirements of the contract utilizing personal observation and evaluation data, as needed.
<b>13.</b>	Monitors and approve gate clearances and institutional identification cards for contractors and volunteers to ensure the security of the institution, as required by Departmental policy.
<b>14.</b>	Develop, review and update all Department policies, supplements and local operating procedures necessary for areas of Community Resources Manager (CRM) responsibility to ensure they reflect current Departmental policy, as required.
<b>15.</b>	Monitor and evaluate program effectiveness and policy compliance by conducting program audits to ensure they are in compliance with the Departments rehabilitative efforts, as needed.
<b>16.</b>	CRM's assigned to Headquarters, shall train, provide technical assistance, and program consultation to institutional CRM's to ensure uniform policy compliance utilizing written policy guidance, technical knowledge and good communication skills, as needed.
<b>17.</b>	The CRM acts as a Departmental liaison and consults with Department's management, private and public organizations, (e.g. legislative staff, legislatively mandated Citizens' Advisory Committee, Victims of Crime etc) to build community partnerships using communication skills and knowledge of the Department's Mission, policies and procedures, on a daily basis.